

**MINUTES OF THE MEETING OF THE WHITCHURCH HIGH SCHOOL GOVERNING BODY HELD AT THE
SCHOOL in 'Ty Seren' ON MONDAY 19TH JUNE 2017**

PRESENT	Joyce Slack	Foundation (Chair)
	Sian Hopkins	Foundation
	Ian Mcilquham	Foundation
	David Collins	Foundation
	Denise Kelland	Community
	David Roylance	Community
	Maria Boffey	Parent
	David Wikeley	Parent
	Professor Peter Killie	Parent
	Nicola Davies	Local Authority
	Huw Jones-Williams	Head Teacher
	Nick John	Teacher Governor
	Richard Burge	Staff Governor
	Roger Davies	Challenge Adviser
	Scott Britt	Observer
	Andrew Hurley	Observer
	Menna Lewis	Observer
	Steve Williams	Observer
	Gareth Coombs	Clerk to the Governing Body

59 APOLOGIES

Andrew Rooke; Mike Newman; Nicole Kinnaird; Dr Paul Bulpin; Max Vine.

60 MINUTES

The minutes of the last meeting held on 20th March 2017 were confirmed as a correct record.

61 MATTERS ARISING

- (i) Minute 48(i): Admissions Consultation: LA Proposal for Coordinated Admissions –**
The Head Teacher reported that training on software to support the scheme was scheduled for 4th July 2017.
- (ii) Minute 48(ii): St David's College (SDC) Consultation on Return to Maintained Status –** The Chair informed Governors that SDC would continue to seek a return to maintained status.
- (iii) Minute 48(iii): CCYP Questionnaire: Timing of School Holidays and Term Times –**
The Chair informed Governors that there was nothing further to report on this matter at present. Any developments would be reported to Governors.

62 GOVERNORS' BUSINESS INTERESTS

The Chair reminded Governors that any changes would need to be reported via the Clerk to the Governing Body.

63 HEAD TEACHER'S REPORT – Huw Jones-Williams

A full written report was received which included the many successes of the school and its pupils and the main events held.

This was a key time for staff appointments. Lara Jones-Price had been appointed to the Music Department following the retirement of Eric Phillips. In I.T. Huw Bryant had been appointed as Helen Rogers was standing down. With regard to Chemistry, Alun Smith had been appointed to replace Steve James who was moving to Hong Kong. There were further appointments to be made and Governors would be kept informed of these.

A Governors' meeting with parents had been held on 22nd May 2017. A presentation was given by the Head Teacher on standards and progress and the Chair invited questions and comments on the annual report but none were forthcoming. There was some valuable discussion with parents on communication matters and the Head Teacher noted these and would ensure that the school responded appropriately.

There had been numerous school and individual pupil successes and achievements and Governors wishes to record their congratulations to the Head teacher, staff and pupils on these successes. Of particular note was the selection of Tom Pycroft, a year 13 pupil, who had been selected as one of six to represent the United Kingdom in the Balkan Mathematical Olympiad.

The Head Teacher gave a presentation on 'Projected Results and Quartiles' and responded to questions from Governors and expanded upon areas of interest.

A presentation was given by Andrew Hurley (Deputy Head) on the 'New Estyn Framework 2017'. The areas covered were Standards; Wellbeing Attitudes to Learning; Teaching and Learning Experiences; Care Support and Guidance; Leadership and Management. The presentation also covered 'Key Messages for 3 Year Plan: 2017 to 2020' and 'Priorities for the Action Plan for 2017 to 2018'.

The Head Teacher informed Governors that the school would continue to prioritise coming out of ESTYN monitoring and focus the continuing School Improvement Plan for 2017-2018 on the four recommendations plus the fifth identified priority on communication. Roger Davies, Challenge Adviser, informed Governors that he felt that the school was continuing to make progress in this matter and wished to pay tribute to the Head Teacher and staff for their cooperation and openness. He would continue to monitor progress in the Autumn Term.

64 BUDGET AND STAFFING

The Head Teacher reported that the application to set a 'Deficit Budget' for the school had been approved by the Local Authority. It was noted that the 2016/17 outturn was projected to be a lower deficit than that originally estimated and that the school would push to ensure that the 2017/18 outturn would improve again on the budget set for the year. Governors approved the setting of the 'Deficit Budget' of £220k.

The Chair informed Governors that the Local Authority would be looking at the increasing expenses facing secondary schools such as building costs and examination fees. It was felt that this was a required approach by the Local Authority and it was hoped that it would lead to more support for Cardiff schools through equitable funding formula. The school had completed an audit request, along with all secondary schools, to inform the Budget Forum of financial revenue stresses in the system.

The Head Teacher wished to record his thanks to Nick John for his work, and all staff, to ensure that the curriculum was balanced in line with staffing contracts and contact hours. Governor support was also appreciated and had helped to avoid redundancies.

65 COMMITTEE MEETINGS

(i) Admissions Committee

A verbal report was given. The Committee had met several times and had decided to postpone any decisions regarding future admissions pending the outcome of developments regarding Local Authority proposals regarding coordinated admissions systems and processes. It was intended that the Committee would meet again before the end of the summer term.

(ii) Buildings Committee

The Committee would meet before the end of the summer term. An update on progress regarding building work was given by Steve Williams. This included the exclusively LA funded DDA works on the upper school site, which was of high quality. The vast majority of maintenance work and affordable investment work on some of the former Youth Centre (renamed 'Ty Seren'), part funded by the Wales Japan club had been completed.

(iii) Curriculum Committee

A verbal report was given by Sian Hopkins. Following a request from a parent, approval had been given for school uniform skirt lengths to be 'knee length or below'.

Out of lesson provision had been considered in the light of 'golden time' requests.

With regard to overseas visits, Governors were informed that a request for a school trip to Amsterdam could only occupy two school days. However those two days could be attached to a weekend. A request for a school trip to New York had been approved, but staff had been asked to consider trips which were more local and less costly in future.

(iv) Finance Committee

Denise Kelland gave a verbal report. It was noted that the school had been audited and that a deficit budget had been approved for next year. It would be difficult to completely reduce the deficit within the required three years because of the expected reduction in funding for schools in real terms in the future. However the school would do all it could do to ensure that the budget balance in the Medium Term Plan (MTP) submitted.

(v) Pay Committee

The Committee had not met since the last Governing Body meeting.

(vi) Standards Committee

The Committee had met on 19th June 2017. Training and dissemination of best practice had been discussed which could also be given to other schools in the county. The school was working with other schools as part of CSC's School Improvement Group 5 to assist in developing elements the School Improvement Plan.

66 POLICY CONSIDERATION AND ADOPTION

The following policies were received and approved:-

- **Pay Policy**
- **Performance Management Procedure for School Support Staff**
- **Capability Procedure for School Support Staff**
- **School Carers Policy**
- **Equality Policy**
- **Code of Conduct for the School Community** (incorporates Parental Behaviour Policy; Managing Violent and Abusive School Visitors; Vexatious Complaints and Complaints Procedure)
- **Bilingualism**
- **Examination Contingency Plan**
- **Non-Exam Assessment Policy** (old coursework policy)

The Head Teacher informed Governors that the Local Authority Head of Finance, Ian Allwood, had written to the school regarding its budget and had thanked Menna Lewis and her team and the Governing Body for the very sound and transparent way in which the school published and complied with its own policies.


67 CONFIDENTIAL ITEMS

None

68 DATE OF NEXT MEETING

Monday 18th September 2017 commencing at 7:00pm.

Meeting concluded.

Signed:  Vice Chair of Governors